

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

ATTACHMENT A

Personnel Jobs Considered to Be Suitable

First Assignments for Personnel Office Trainees

As Identified by Junior Panel

STATINTL

<u>DDO</u>	<u>DDS&amp;T</u>	<u>DDI</u>	<u>DDM&amp;S</u>
EA/ [ ] 1	NPIC - 1	IAS - 1	COMMO - 2
EA/ [ ] 1	OD&E - 1	[ ] 1	OTR - 1
EA/ [ ] - 2			OP/CPD - 1
EA/ [ ] - 1			OP/PAB - 1
NE - 1			OP/RD - 1
EUR - 2		STATSPEC	OP/RAD - 1
AF - 1			OP/TRB - 1
WH - 1			
SB - 1			
SS/ISG - 1			
PS/CMG - 1			

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### ATTACHMENT B

#### General OP Orientation

- I. EOD Processing
- II. General Agency Orientation
- III. OP Orientation
  - A. Briefing by each OP Deputy Director (P&C, R&P and SP). Hopefully, all three briefings could be accomplished in one day. Naturally, scheduling of trainee EOD's would be timed so that an optimal number would be brought in simultaneously. Each OP Deputy would be responsible for preparing an overview of the responsibilities and functions of his unit.
  - B. Orientations within each OP Directorate. Each tour would last from three to five days. The intent is not to provide an in-depth familiarity with what each component does, but merely to instill an awareness of the units existence, to register its name and function with the trainee and to provide a list of contacts and their duties. This is intended to be "this is where you come for help" training.
- IV. Intelligence in World Affairs (approximately one month after EOD).

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ATTACHMENT C - 1

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### Specialized OP Training - DDO Assignment

#### **I. Introduction to the DDO**

- A. Introduction to supervisor for first assignment. The intention is to give the trainee a sense of belonging, a unit with which he can identify. This introduction may last from one-half to two days, depending on how familiar with the ultimate work assignment the supervisor wants his trainee.
- B. Introduction to DDO/CMG
- C. Know Your Cover Staff

#### **II. Specialized OP Training**

- A. Survey of CPD
- B. Review of PAB
- C. Inner Workings of CPB
- D. OP/SAS

#### **III. Specialized DDM&S Training**

- A. Familiarization with OMS
- B. Who's Who in Security
- C. How to Communicate with COMMO

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ATTACHMENT C - 2

Specialized OP Training - DDI Assignment

- I. Introduction to the DDI
  - A. Meet your supervisor (same as DDO I.A.)
  - B. Introduction to DDI Senior Personnel Officer
- II. Specialized OP Training
  - A. Review of PAB
  - B. Review of SPB and it's Branches - a more detailed look at the inner workings and processes including some "how to".
- III. Specialized DDM&S Training
  - A. Who's Who in Security
  - B. Try some LSD
  - C. OTR Exposure

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